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Local Education Agency (LEA) E-Grants Security Assignments

(Includes School Districts, Special Education Cooperatives, and
Community-Based Organizations)

This form is submitted by the LEA Authorized Representative (AR) to

- Set up initial user accounts,
- Assign/reassign security role(s) to individuals who will access the E-Grants system on behalf of the LEA, and/or
- Inactivate a user's account.

The AR may submit the form electronically (green button at the bottom of the form), by fax (406) 444-1369, or by mail. A complete description of the E-Grant roles and access is provided below. If you have questions regarding this form, please contact the OPI Security Coordinator at (406) 444-3448. These security assignments will remain in effect until the OPI receives notice of a change.

LEA/Organization Name _____

LE Number _____

Please note that the roles are progressive in nature. A person assigned to Financial/Business Manager does not need to be assigned to the Financial Data Entry role, etc. Additionally the LEA Authorized Representative automatically has rights to all roles.

LEA E-Grants Application Roles

For Grant Applications

Application View-Only Access

- This role has "read-only" access to review the LEA application. The role cannot save changes to the application.

Application Data Entry

- This role can enter data into the application. This role can complete all data entry and run the Consistency Check to ensure that the application is ready for review.

Authorized Representative (AR)

- This role will automatically be assigned to the LE Authorized Representative. This role is responsible for reviewing and agreeing to all Certifications and Assurances, completing a final review of the LEA's application, and formally submitting the application to the OPI. This role can also complete data entry and run the Consistency Check. The AR may perform all of the functions of the Financial/Business Manager. (See role description below.)

LEA E-Grants Financial Roles

For Cash Requests and Fiscal Close-Outs

Financial View-Only Access

- This role has "read-only" access to review the payment information for the LEA. The role cannot save changes to any data.

Financial Data Entry

- This role can enter the Reimbursement Requests and Expense Reports data into E-Grants. This role can complete payment data entry and ensure that the requests are ready for review and approval by the Financial/Business Manager.

Financial/Business Manager (Authorized Approval Role)

- This role approves and formally submits the Reimbursement Request and Expense Reports to the OPI for review and approval. This role can also complete payment data entry.

With my signature below (typed or written), I certify the accuracy of the information submitted on this form.

Signature of Authorized Representative

☐ Superintendent

Date _____

☐ Other _____



LE Name _____

Instructions

- Enter the full name, email address, and phone number for all individuals needing security access to E-Grants.
- Indicate whether the request is for a new account, a change to an existing account, or the closure of an existing account.
- If the request is for a new account or a change to an existing account, indicate the level of access needed and the program(s) for which the access should be granted. (Refer to page one for definitions of security roles.)
- **Note:** Only the official LEA Authorized Representative will be granted the AR security role.

Authorized Representative (all programs)

Name _____ Email _____

☐ Inactivate user's account

Phone _____

☐ Create new account for LEA

Name _____ Email _____

☐ Inactivate user's account

Phone _____

☐ Add/Change user's security roles [specify role and program(s)]

(check one)

(check all that apply)

☐ Application View-Only☐ ESEA/NCLB Consolidated☐ IDEA Consolidated☐ Application Data Entry☐ Title IV B – 21st Century CLC☐ Title I A – School Improvement☐ No Application Access☐ Title I Part C – Migrant Education☐ Carl Perkins - Secondary

(check one)

(check all that apply)

☐ Financial View-Only☐ ESEA/NCLB Consolidated☐ IDEA Consolidated☐ Financial Data Entry☐ Title IV B – 21st Century CLC☐ Title I A – School Improvement☐ Financial/Business Manager☐ Title I Part C – Migrant Education☐ Carl Perkins – Secondary☐ No Financial Access

Name _____ Email _____

☐ Inactivate user's account

Phone _____

☐ Add/Change user's security roles [specify role and program(s)]

(check one)

(check all that apply)

☐ Application View-Only☐ ESEA/NCLB Consolidated☐ IDEA Consolidated☐ Application Data Entry☐ Title IV B – 21st Century CLC☐ Title I A – School Improvement☐ No Application Access☐ Title I Part C – Migrant Education☐ Carl Perkins - Secondary

(check one)

(check all that apply)

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Name _____ Email _____

☐ Inactivate user's account Phone _____☐ Add/Change user's security roles [specify role and program(s)]

(check one)

(check all that apply)

☐ Application View-Only☐ ESEA/NCLB Consolidated☐ IDEA Consolidated☐ Application Data Entry☐ Title IV B – 21st Century CLC☐ Title I A – School Improvement☐ No Application Access☐ Title I Part C – Migrant Education☐ Carl Perkins - Secondary

(check one)

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Name _____ Email _____

☐ Inactivate user's account Phone _____☐ Add/Change user's security roles [specify role and program(s)]

(check one)

(check all that apply)

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Name _____ Email _____

☐ Inactivate user's account Phone _____☐ Add/Change user's security roles [specify role and program(s)]

(check one)

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(check one)

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